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5 November 1969

MEMORANDUM FOR THE RECORD

SUBJECT: Staffing System Progress Report

25X1A

Prior to the establishment of Human Resources project Control, preliminary analysis of the Staffing System began on a part-time basis in April 1969, with [REDACTED] assigned as Group Leader. Harry was also assigned as Project Leader for the M&P Branch Dictionary Project.

25X1A

During the month of April, primary emphasis was placed on reviewing the objectives of the Human Resources Systems and familiarization with the Staffing System. Meetings were held with [REDACTED] designer of the present Staffing System, and Statistical Reporting Branch, O/P, distribution center of the reports that are produced by the present Staffing System.

25X1A

In May 1969, [REDACTED] was assigned as a system analyst to the Staffing System. At this time, emphasis was placed on designing a Language Control Register, which was to comply with Headquarters Regulation [REDACTED] and was to be included within the present Staffing System.

25X1A

Meetings were held with the Office of Personnel and the Office of Training to consider all implications of the Language Control Register. By the middle of June the problems of integrating the Language Requirements into the present Staffing System had been resolved and the Language Control Register had been designed.

The design of the Language Control Register was presented to and approved by the Language Development Committee on 16 June 1969. The design specifications were then submitted to M&P Branch, MSD, OCS, for programming and integration into the present Staffing System.

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Also at this time, both [REDACTED] were reassigned temporarily to work full-time on projects for M&P Branch. This resulted in the analysis of the Staffing System coming to a complete standstill.

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On 3 Nov 1969, [REDACTED] had completed the projects for M&P Branch and is now working full-time on the Staffing System. M&P Branch has also advised [REDACTED] that [REDACTED] will not be available for work on the Staffing System until 19 Jan 1970.

25X1A

In summary, preliminary analysis has been initiated on the Staffing System with plans to follow project control starting with the PERSTAFF project study phase. The design of the Language Control Register for the present system has been completed and is presently being implemented. Assigned manpower is now three under strength from original estimates, with the pending return of one analyst on 19 Jan 1970.



Group Leader/SSS

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

### STAFFING SYSTEM PROGRESS REPORT

25X1A

FROM:	EXTENSION	NO.	DATE	
TO: (Officer designation, room number, and building)	DATE	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
	RECEIVED	FORWARDED		
	11/5/69	11/5/69	BB	
	11/5/69	11/6/69	MC	
	11/7/69	11/7/69	DK	
5. Harry - For File				Bill - Please detach 1 copy for file in Staffing System Folder. Harry
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
5.				